

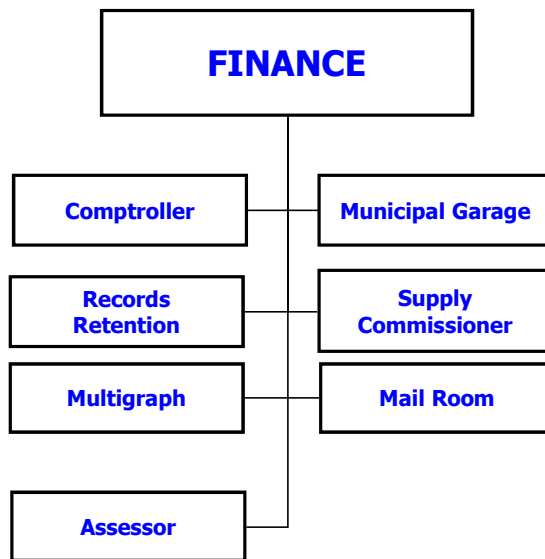
## **DEPARTMENTAL RESPONSIBILITIES**

### *GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT*

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

### *GOAL: VIBRANT AND DIVERSE ECONOMY*

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



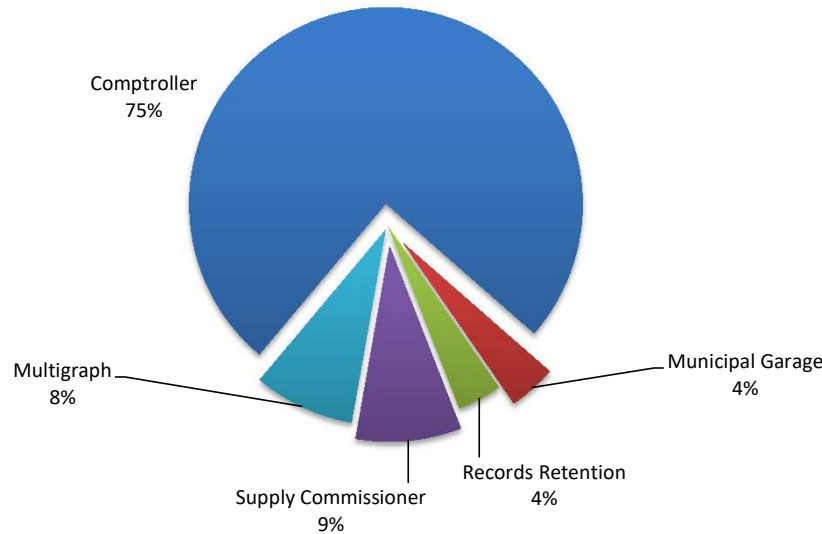
## FINANCE

BUDGET BY DIVISION	ACTUAL FY21	BUDGET FY22	BUDGET FY23
160 Comptroller	\$6,789,768	\$7,545,752	\$8,593,395
162 Municipal Garage	371,955	413,722	450,854
163 Records Retention	342,237	384,036	418,893
170 Supply Commissioner	820,431	867,804	994,489
171 Multigraph	760,738	949,635	949,848
General Fund	\$9,085,129	\$10,160,949	\$11,407,479
Lateral Sewer Fund	\$111	\$36,405	\$19,606
Tax Increment Financings	1,454,713	1,334,608	1,521,634
Trustee Lease Fund	4,040,400	4,043,200	4,043,469
Mail Room Service Fund	610,600	850,330	840,383
180 Assessor	4,266,815	4,747,969	5,122,614
Grant and Other Funds	1,697,898	245,484	265,889
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>\$21,155,666</b>	<b>\$21,418,945</b>	<b>\$23,221,074</b>

PERSONNEL BY DIVISION	ACTUAL FY21	BUDGET FY22	BUDGET FY23
160 Comptroller	55.9	58.2	60.9
162 Municipal Garage	7.2	7.2	7.1
163 Records Retention	6.2	6.2	6.2
170 Supply Commissioner	11.7	12.7	12.7
171 Multigraph	9.7	9.7	9.7
General Fund	90.7	93.9	96.6
172 Mail Room	7.6	7.6	7.6
180 Assessor	62.0	61.0	60.0
Grant and Other Funds	26.7	26.7	27.8
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>187.0</b>	<b>189.3</b>	<b>192.0</b>

## FINANCE

### FY23 GENERAL FUND BUDGET BY DIVISION



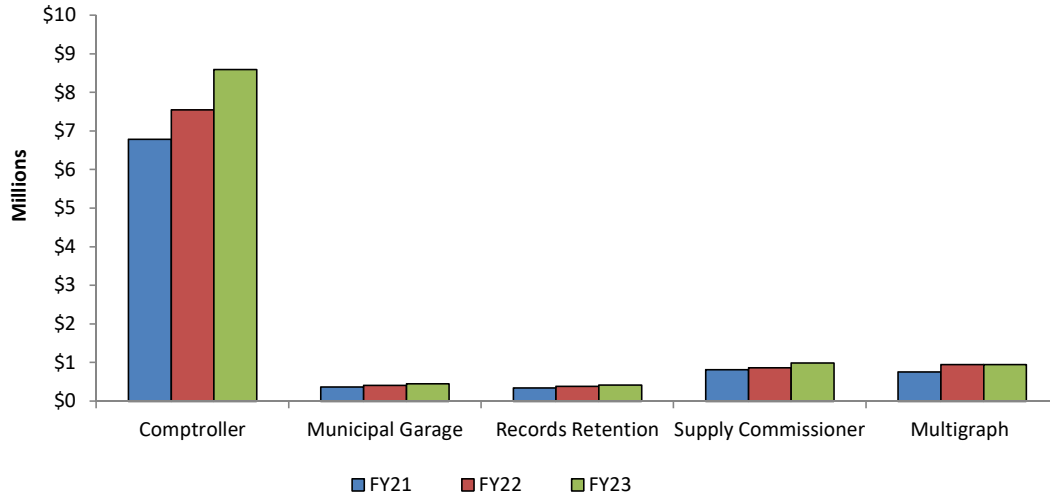
**TOTAL FINANCE BUDGET \$11.4M**

## DIVISION HIGHLIGHTS

- In FY 22 the Comptroller's Office will have completed 75 audits and reviewed fraud complaints. The Comptroller's Office issued \$6M in Neighborhood Stabilization General Obligation Bonds and \$3.4M Energy Loan Agreement. The City implemented a new accounting system to improve the efficiency of payments and financial reporting. In FY 23 the Comptroller continues to look for refinancing opportunities to save the City debt costs.
- In FY23, Records Retention will continue its efforts to digitize the records in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.
- In FY22, the Assessor's Office continued implementation of a new parcel numbering system and converted to its new CAMA (computer-assisted mass appraisal) system in order to streamline data and procedures for more efficiency in operations. CAMA replaces a 35-year old mainframe system.
- This upcoming fiscal year, the Supply Division will continue to focus on the purchase of the new Enterprise Resource Planning system, which will help the City migrate from paper-based systems to an integrated applications environment that aligns with re-engineered business processes.

## FINANCE

**GENERAL FUND BUDGET HISTORY BY DIVISION**



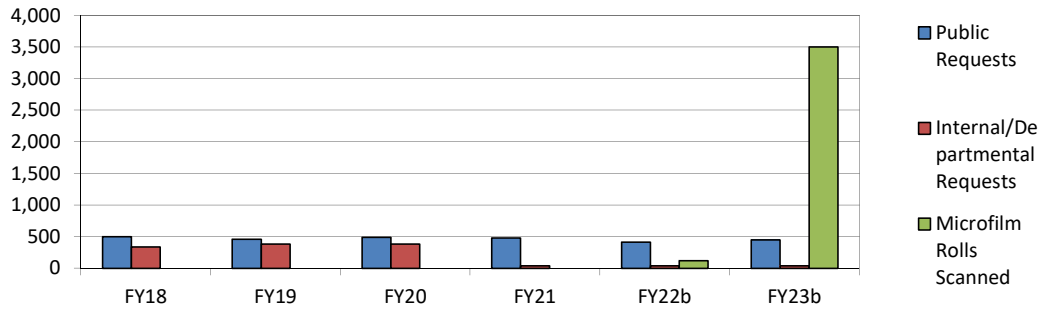
**GENERAL FUND PERSONNEL HISTORY BY DIVISION**



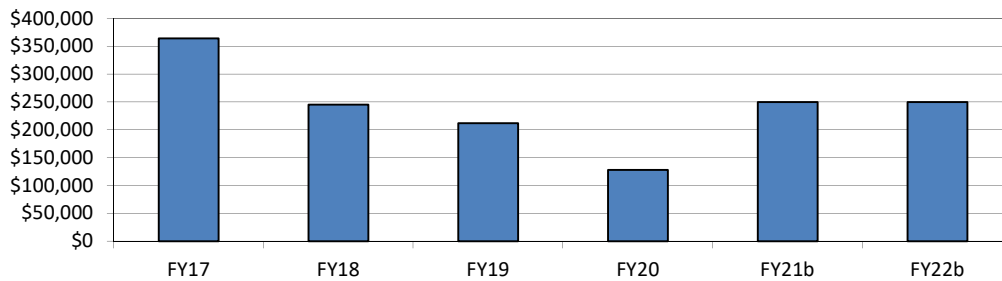
## FINANCE

### Selected Performance Measures

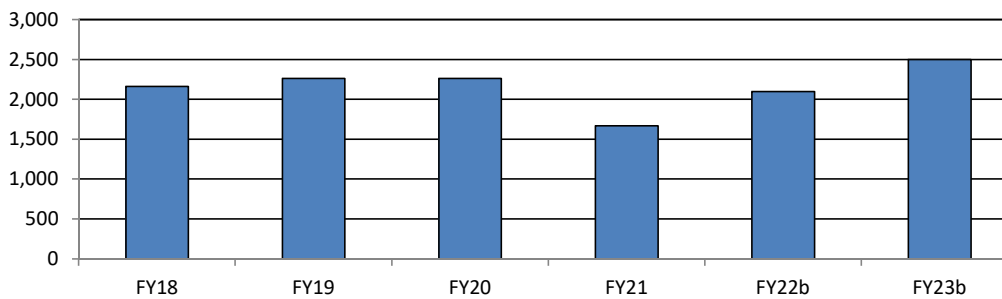
#### Records Retention Information Requests



#### Revenue From Surplus Property Sales



#### Multigraph Job Requests



**Division:** 160 Comptroller  
**Program:** Ø  
**Department:** Finance

## Division Budget 160

### **MISSION & SERVICES**

The Comptroller serves as the Chief Fiscal Officer (CFO) of the City of St. Louis and is a member of the executive branch of city government and the Board of Estimate and Apportionment. The Comptroller is a city-wide elected official and directs her staff to assist in the city's daily financial operations. Its services include accounting services, asset management, and internal audit.

### **PROGRAM NOTES**

In FY 22 the Comptroller's Office will have completed 75 audits and reviewed fraud complaints. The Comptroller's Office issued \$6M in Neighborhood Stabilization General Obligation Bonds and \$3.4M Energy Loan Agreement. The City implemented a new accounting system to improve the efficiency of payments and financial reporting. In FY 23 the Comptroller continues to look for refinancing opportunities to save the City debt costs.

### **PERFORMANCE MEASURES**

	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal / Est. FY23</b>
Invoices Processed	77,609	80,000	87,000
Internal Audits Completed	73	75	75
Government Finance Officers Assoc.			
Excellence in Financial Reporting Award	Yes	Yes	Yes

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$3,958,100	\$4,496,497	\$4,892,095
Materials and Supplies	27,215	36,915	50,000
Equipment, Lease, and Assets	80,659	85,500	85,500
Contractual and Other Services	2,723,794	2,926,840	3,565,800
Debt Service and Special Charges	0	0	0
General Fund	<u>\$6,789,768</u>	<u>\$7,545,752</u>	<u>\$8,593,395</u>
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	111	36,405	19,606
Gateway Transportation Center	1,397,098	1,691,225	1,967,598
Tax Incremental Financings	1,454,713	1,334,608	1,521,634
Trustee Leases Fund	4,040,400	4,043,200	4,043,469
Economic Development Sales Tax	524,317	11,524,000	13,143,000
G.O. Bond Fund	6,518,955	8,181,933	7,092,658
Grant and Other Funds	1,697,898	245,484	265,889
<b>All Funds</b>	<b><u>\$22,423,260</u></b>	<b><u>\$34,602,607</u></b>	<b><u>\$36,647,249</u></b>

### **FULL TIME POSITIONS**

General Fund	55.9	58.2	60.9
Other Funds	26.7	26.7	27.8
All Funds	<u>82.6</u>	<u>84.9</u>	<u>88.7</u>

**Division:** 162 Municipal Garage  
**Program:** Ø  
**Department:** Finance

## Division Budget

# 162

### **MISSION & SERVICES**

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The Division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

### **PROGRAM NOTES**

In FY22, the Municipal Garage worked with Board of Public Service (BPS) in scrapping deteriorating concrete from the ceilings that were identified in FY21, and repaired multiple plumbing issues causing leaks were fixed by installing new pipes and unclogging drains when needed. In FY23, the Municipal Garage will continue to work with BPS in resolving the continued ongoing deterioration, repair overhead lights, and continue to work towards getting cameras installed and painting and numbering the parking spaces.

### **PERFORMANCE MEASURES**

	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal / Est. FY23</b>
Vehicles Maintained for City Use	24	24	24
Loaner Vehicles Total Trips	2,369	3,000	3,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$343,625	\$381,722	\$412,154
Materials and Supplies	8,453	8,000	12,200
Equipment, Lease, and Assets	1,188	1,500	1,500
Contractual and Other Services	18,689	22,500	25,000
Debt Service and Special Charges	0	0	0
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General Fund	\$371,955	\$413,722	\$450,854
Grant and Other Funds	\$0	\$0	\$0
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<b>All Funds</b>	<b>\$371,955</b>	<b>\$413,722</b>	<b>\$450,854</b>

### **FULL TIME POSITIONS**

General Fund	7.2	7.2	7.1
Other Funds	0.0	0.0	0.0
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All Funds	7.2	7.2	7.1



**Division:** 163 Records Retention  
**Program:** Ø  
**Department:** Finance

## Division Budget 163

### **MISSION & SERVICES**

Records Retention is responsible for scanning documents and maintaining and providing records in the archival library. The Division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Records Retention also assists City residents and archivists with historical research.

### **PROGRAM NOTES**

In FY23, Records Retention will primarily focus on digitizing the existing microfilm with a goal of obtaining a new scanner as soon as possible to maximize output. Additionally, the section will function to archive and store City records and documents as they are issued. A decennial inventory of our microfilm will also be performed.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal / Est. FY23</b>
Public Requests (Drop-in)	412	450	450
Internal / Departmental Requests	39	40	40
Microfilm Rolls Scanned	0	122	3,500

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$316,795	\$340,536	\$375,893
Materials and Supplies	2,334	13,000	12,000
Equipment, Lease, and Assets	20,088	24,500	25,000
Contractual and Other Services	3,020	6,000	6,000
Debt Service and Special Charges	0	0	0
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General Fund	\$342,237	\$384,036	\$418,893
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$342,237</b>	<b>\$384,036</b>	<b>\$418,893</b>

### **FULL TIME POSITIONS**

General Fund	6.2	6.2	6.2
Other Funds	0.0	0.0	0.0
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All Funds	6.2	6.2	6.2

**Division:** 170 Supply Commissioner  
**Program:** Ø  
**Department:** Finance

## Division Budget **170**

### **MISSION & SERVICES**

The purpose of the Supply Division is to procure supplies, equipment, and related maintenance and selected services for City agencies through competitive bids and contracts. The goal of the program is to lower costs, reduce order times, and get the City departments what they need in order to serve citizens efficiently.

### **PROGRAM NOTES**

In FY22, the Supply Division worked on the implementation of the new ERP system. The system went live on March 1, 2022 and training is currently taking place for the Supply Division on learning how to use the Supplier portal along with all aspects of the procurement function of the new Oracle ERP system. The department's reduction of Performance Bonds remains at 18%. The new system will create new performance measures to gauge efficiency in FY 23.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal / Est. FY23</b>
Number of Purchase Orders created	2,916	2,900	N/A
Number of Emergency Requisitions	44	40	N/A
Revenue From Surplus Property Sales	\$ 411,102	\$ 300,000	\$ 300,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$751,113	\$848,054	\$971,739
Materials and Supplies	3,077	6,000	6,000
Equipment, Lease, and Assets	468	4,000	5,000
Contractual and Other Services	65,773	9,750	11,750
Debt Service and Special Charges	0	0	0
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General Fund	\$820,431	\$867,804	\$994,489
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$820,431</b>	<b>\$867,804</b>	<b>\$994,489</b>

### **FULL TIME POSITIONS**

General Fund	11.7	12.7	12.7
Other Funds	0.0	0.0	0.0
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All Funds	11.7	12.7	12.7

**Division:** 171 Multigraph  
**Program:** Ø  
**Department:** Finance

## Division Budget **171**

### **MISSION & SERVICES**

The Multigraph department provides quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. Printed materials include forms, brochures, letterhead, business cards, envelopes, and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

### **PROGRAM NOTES**

In FY23, Multigraph will continue to improve its quality printing and graphic design services so that it can better serve City agencies at lower costs.

### **PERFORMANCE MEASURES**

	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal/Est. FY23</b>
Printing Job Requests	1,671	2,100	2,500
Jobs Completed on Schedule	99.0%	100.0%	100.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$580,020	\$634,635	\$662,848
Materials and Supplies	91,016	110,000	110,000
Equipment, Lease, and Assets	44,805	95,000	65,000
Contractual and Other Services	44,897	110,000	112,000
Debt Service and Special Charges	0	0	0
General Fund	\$760,738	\$949,635	\$949,848
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$760,738</b>	<b>\$949,635</b>	<b>\$949,848</b>

### **FULL TIME POSITIONS**

General Fund	9.7	9.7	9.7
Other Funds	0.0	0.0	0.0
All Funds	9.7	9.7	9.7

**Division:** 172 Mail Room  
**Program:** Ø  
**Department:** Finance

## Division Budget 172

### **MISSION & SERVICES**

The Mail Room strives to provide the most efficient comprehensive mail service at maximum savings to our user departments.

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a "Rush" service, and a parcel/courier delivery service with three drive routes running twice daily (to most departments).

### **PROGRAM NOTES**

The department continues efforts to reduce the usage of unnecessary office supplies and increase the volume of materials recycled.

### **PERFORMANCE MEASURES**

	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal/Est. FY23</b>
Total Pieces Delivered	531,631	550,000	550,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$274,380	\$418,340	\$428,393
Materials and Supplies	7,603	16,500	16,500
Equipment, Lease, and Assets	2,022	33,000	33,000
Contractual and Other Services	326,595	382,490	362,490
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$610,600	\$850,330	\$840,383
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$610,600</b>	<b>\$850,330</b>	<b>\$840,383</b>

### **FULL TIME POSITIONS**

General Fund	0.0	0.0	0.0
Other Funds	7.6	7.6	7.6
All Funds	7.6	7.6	7.6

**Division:** 180 Assessor  
**Program:** Ø  
**Department:** Finance

## Division Budget **180**

### **MISSION & SERVICES**

The Assessor's mission is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous manner. In every odd numbered year, the Assessor will assess all real property located within the City.

### **PROGRAM NOTES**

In FY22 the Assessor continued conversion into the CAMA system. In FY22 the Assessor completed a successful reassessment for 2021, taking into account all market complexities due to COVID-19. In FY 23 the Assessor will focus more efforts on staffing shortages and training; preparation activities for the 2023 reassessment; updates to the Exemption process; and continued upgrades to the website. The FY 23 budget includes an increase of over \$300,000 for new CAMA system license and maintenance and increased postage costs.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY21</b>	<b>Estimate FY22</b>	<b>Goal / Est. FY23</b>
Residential Real Estate Inspections	8,443	22,000	22,000
Commercial Real Estate Inspections	2,017	2,500	3,000
% Residential Structures Inspected	8.0%	21.0%	21.0%
% Commercial Structures Inspected	14.0%	17.0%	21.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY21</b>	<b>BUDGET FY22</b>	<b>BUDGET FY23</b>
Personal Services	\$3,675,370	\$4,081,237	\$4,238,344
Materials and Supplies	31,028	34,000	35,500
Equipment, Lease, and Assets	4,972	103,287	5,500
Contractual and Other Services	555,445	529,445	843,270
Debt Service and Special Charges	0	0	0
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Assessment Fund	\$4,266,815	\$4,747,969	\$5,122,614
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$4,266,815</b>	<b>\$4,747,969</b>	<b>\$5,122,614</b>

### **FULL TIME POSITIONS**

Other Funds	62.0	61.0	60.0
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All Funds	62.0	61.0	60.0